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Presents:




MyImmobel 2.0 User Manual

Table of Contents

Introduction to Immobel Concepts.....	6
1. MyImmobel 2.0 Dashboard	8
1. Immobel Listing Search (IDX) 	9
A. Customizing your Immobel Listing Search (IDX)	9
a. Basic Options 	9
b. Contact 	10
c. Professional Info 	11
d. Style 	12
e. Photos 	15
B. Additional Options	16
a. Customize Listing Search 	16
i. Local Listings Search Options.....	16
ii. Global Listing Exchange Options	18
b. Languages 	19
i. Language Options	19
c. Listing Search for Your Website 	21

i.	Purchase a new domain	21
ii.	Connect domain to Immobel Listing Search (IDX)	21
iii.	Language Bar Widget	22
	Choosing and Adding a language bar.....	22
d.	Advanced Options 	23
i.	Meta Tags 	23
ii.	Analytics 	24
iii.	Key Links 	25
iv.	Designation Pictures 	26
C.	Viewing your Immobel Listing Search (IDX)	27
2.	Client Contact Manager 	29
	Email Alert Preferences.....	30
	Register New Client.....	31
	Adding a Saved Search	33
	Email Alert Registered User details.....	34
3.	Listings Manager 	35
	Listings Manager with Adding a listing	36
	Listing Manager Preferences	36
	Searching for a listing.....	36

Viewing a listing	37
Adding a listing.....	38
Adding a Photo.....	39
Listing Save.....	39
Market your listing	40
Editing a listing	41
Deactivating/Activating a listing	41
Enhancing a listing	41
4. Referral Network 	43
Your Referral Network Membership level	44
Your Referral Network Profile.....	44
Edit General Profile Data.....	45
Edit Market & Transaction Data	46
Referral Network Preferences	46
Search the Immobel Global Referral Network.....	47
Profile details	48
Referral Network Mailbox.....	52
Viewing Referral Network details	53
5. Seminars and training videos 	54
6. Global Listing Exchange 	54

7.	Live interpreter by telephone	 54
8.	Real Buzz	 54
9.	Immobel services and products	 54



Introduction to Immobel Concepts

What is Immobel and what do we do? Immobel is the leading resource on earth for Real Estate Translations, multi language MLS, multi language IDX and global marketing for Realtors. Immobel provides expert translations of all listings in 13 languages. We do not use machine translation. Current languages are: English, Spanish (Latin dialect), French, German, Russian, Polish, Italian, Portuguese (Brazilian dialect), Chinese Simplified, Chinese Traditional, Japanese, Korean, Vietnamese.

IDX (Internet Data Exchange): Immobel Supports IDX data from many MLS's across the USA and world. With IDX, we can obtain your local MLS data for your own listings, or if approved listings for your entire MLS.

GLEX (Global Listing Exchange): Immobel's Global Listing exchange is an MLS of MLSes, all whom allow their members to show each other's listings. Why? Because it is the best advertising you can get. Other professionals, working hard to sell your listings for you. Top agents in top markets promote your listings to their clients, and make referrals to you. Or you promote listings from other markets to your local clients; second home, retirement homes, international investments.

Immobel Listing Search (IDX): Your Immobel Listing Search can easily reach 91% of all buyers when your marketing message is in their choice of 13 languages, attracting more traffic and more viewers. Immobel Listing Search using IDX in 13 languages has all the feature you want, map search, email Alerts, CRM (Contact management system), works with any website using our built in frame option.

Client Contact Manager: Immobel user's management system works in conjunction with your Immobel Listing Search (IDX). Users of your Immobel Listing Search (IDX), can register with a name and email address, create a saved search and have listings sent directly to them. Of course, you can control on which search options are displayed and with our contact manager functionality, you can also add new clients, setup saved searches and send listings to them.

Listings Manager: Immobel's Listings Manager functionality is a back-end way to view all listings currently in the Immobel database. You may search across your own listings, IDX listings or GLEX listings. Your account may also have the option to add listings to the Immobel database to provide even more exposure to your listings.

Referral Network: Immobel's Referral Network is your way to contact other agents in Immobel. This is a win-win business plan that really pays! Immobel plugs you in to Referrals from across the country or across borders. Whether you are making the referral or receiving the referral, it is all easy and straightforward to use.



Real Buzz:

Immobel's Real Buzz is the Facebook for Real Estate Professionals. Designed for Real Estate professionals in mind, this is a social networking experience, like you never seen before. Search for your listings, post a blog, and view other members. Your networking knows no boundaries on Real Buzz. The Real Estate portal for today; interactive, global and social.

Other options that can be purchased from Immobel.com. If you are interested, Please contact us, through the "Need Help?" tab, located on your Immobel Dashboard.

Facebook MLS / IDX Application:

Your personalized 13 language real estate website on Facebook, with full MLS IDX search. Your clients can search for listings and register for new listing alerts. Listing Alerts will be posted directly to their Facebook wall, from you, automatically! Your Facebook presence will increase, because your listings can be shared all across Facebook, with your name and contact information.

1. MyImmobel 2.0 Dashboard

The homepage of the dashboard controls which options are displayed and how they can be used. Useful help information is displayed under “Quick Help”. The dashboard will contain all options for your account.



Navigation

Along with the main buttons under **Products and Settings** and **Marketing Tools and Services**, you can also click on each tab at the top to access that specific functionality. They include, “**Main Menu**”, “**Immobel Listing Search (IDX)**”, “**Client Contact Manager**”, “**Listings Manager**”, “**Referral Network**”. If you need help, on the upper right, you will find a section for help, **Need Help?**

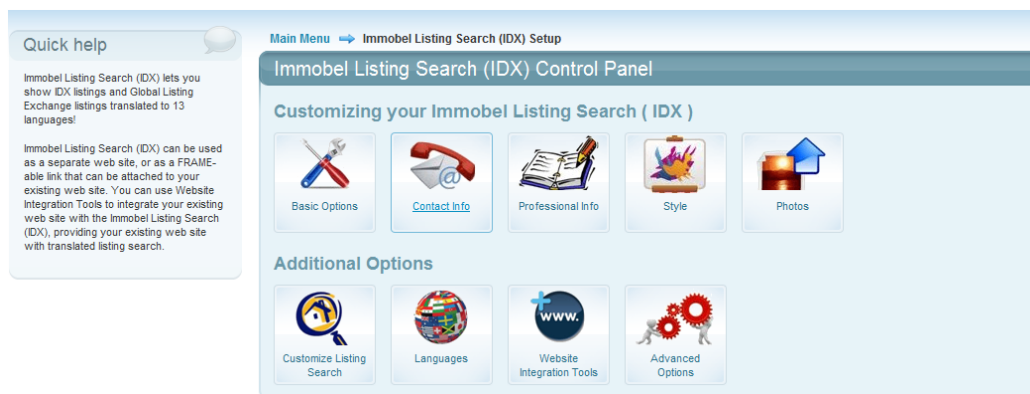
We have also included “**breadcrumbs**” which can be used to show the path of your current page or access other parts of the same

section. Example Shown: **Main Menu** ➔ **Immobel Listing Search (IDX) Setup** ➔ **Basic Options** These also can be used to back up to a previous screen or go back to the main menu.

Logging out: When you are done with the current session, please make sure to Logout: You can do this by clicking on Log out on the upper right hand corner of your Immobel Dashboard.

1. Immobel Listing Search (IDX)

Main Menu → Immobel Listing Search (IDX) Setup



A. Customizing your Immobel Listing Search (IDX)

a. Basic Options

Main Menu → Immobel Listing Search (IDX) Setup → Basic Options

Here, you let us know if you want your Immobel Listing Search (IDX) to be customized for one individual Agent/Broker or for a Team of up to 2 Agents/Brokers who work together. If you need Immobel Listing Search (IDX) for a company site or Brokerage site, please click here for more information on those products.

A. Options Include:

- a. Your profile Name: This is used to distinguish a unique name for your Immobel account. Once completion of your setup, your account can be viewed by going to <http://www.immobel.com/xxxx> XXX=your profile name
- b. Options for your Immobel account: Individual pages, Team pages.

- i. For Team Pages, Team contact information options:
 1. One set of contact information for both team members –Uses one contact profile, single contact information is displayed on the Immobel Listing Search (IDX).
 2. Separate contact-information for each of the team members – Uses 2 contact profiles, both contact information is displayed on the Immobel Listing Search (IDX).
- ii. For Team pages, Team description option:
 1. Provides options and show one set of “descriptions” for professional information for both members.
 2. Provides options and sows two sets of “descriptions” for professional information for each team member.

b. Contact

[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Contact Info](#)

If you have selected to use Immobel Listing Search IDX), for Teams, then you have the option to provide one contact for the Team, or separate contact information for each of the two Team Members. Use this page to set-up contact information that will appear on your Immobel Listing Search (IDX).

Quick help
 Use this page to set up contact information that will appear on your Immobel Listing Search (IDX).

 When entering phone numbers, please enter country code and area code - that makes it easier for foreign buyers to contact you.

[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Contact Info](#)
Your Contact Information
 Your Contact Information
 This contact information will be shown on your Immobel Listing Search (IDX)
 First Name:
 Last Name:
 Gender: why we need this? ☒ Male ☐ Female

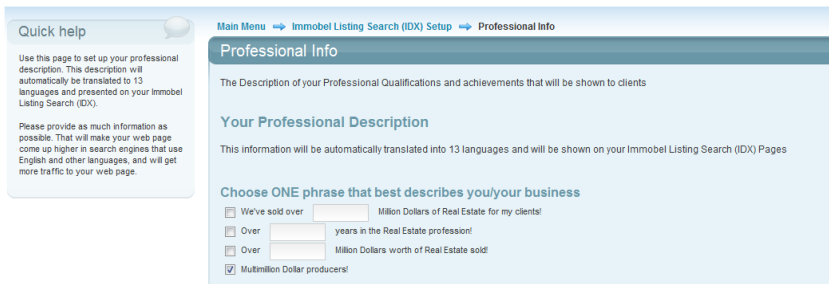
- A. Your contact information, Team Contact information. Depending on which option is selected from the “Basic Options”. First and Last name and gender information. Agent Public ID: Please enter or verify your MLS ID (AGENT ID from the MLS). This will connect your “featured Listings” to your account. Office ID, Please enter or verify your Office ID (OFFICE ID from the MLS). This will connect you “Office Listings” to your account. If Immobel has not yet connected your IDX data to your account, this information is not necessary. If Immobel has your MLS IDX data, please make sure this is filled out correctly.

- B. E-mail Address, Phone numbers, Cell numbers and fax numbers, web page addresses have the option to “add more...” Street, City, Zip Code, Country options available.
- C. Social Networking links. Now, you can added Social Networking links that will show up in your Contact information (depending on the template). These are: Facebook, Linked In, Twitter, You Tube, Real-buzz.com. When adding these links, make sure to add, http://, so for an example, http://www.facebook.com.

c. Professional Info

[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Professional Info](#)

This option lets you provide a description of your team that will appear on your Immobel Listing Search (IDX). Descriptions entered here will be translated and will be shown to clients in their choice of 13 languages. If you have selected to use Immobel Listing Search (IDX), for Teams, then you have the additional options to have a common description for team members, or a separate description for team members.



The screenshot shows the 'Professional Info' setup page. On the left is a 'Quick help' box with instructions. The main content area has a breadcrumb trail: 'Main Menu ➔ Immobel Listing Search (IDX) Setup ➔ Professional Info'. Below this is the title 'Professional Info' and a subtitle 'The Description of your Professional Qualifications and achievements that will be shown to clients'. The section is titled 'Your Professional Description' with a note that the information will be translated into 13 languages. A heading asks to 'Choose ONE phrase that best describes you/your business'. There are four radio button options: 'We've sold over [] Million Dollars of Real Estate for my clients!', 'Over [] years in the Real Estate profession!', 'Over [] Million Dollars worth of Real Estate sold', and 'Multimillion Dollar producer!' (which is selected).

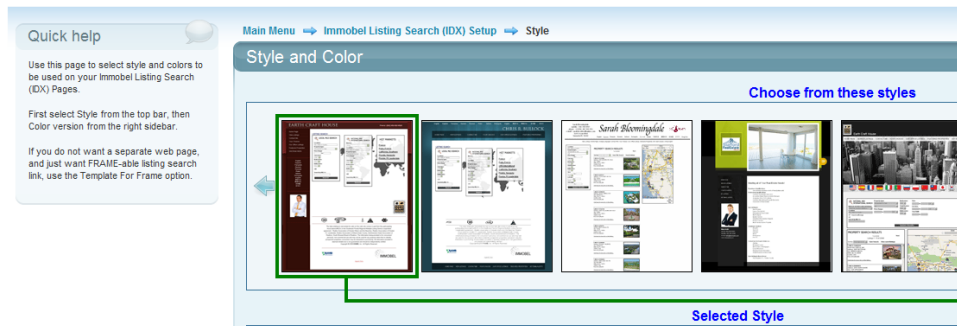
- A. Your Professional Description – This information will be automatically translated into 13 languages and will be shown on your Immobel Listings Search (IDX) Pages.
- B. Choose ONE Phrase that best describes you/your business – Choose 1 description that will be translated in all languages.
- C. Professional Qualifications -- You can choose any of these and they will be displayed on your Immobel Listing Search, in image and text form. (The text will be translated into all languages). If you are a member of these organizations, make sure you choose them.
- D. Other options can be enabled to be shown your Immobel Listing Search (IDX), to show under “homepage”. **Please note**, if you choose an option and fill in text into a blank form, these items will not be translated.

d. Style



Main Menu ➡ Immobel Listing Search (IDX) Setup ➡ Style

Use this page to select style and colors to be used on your Immobel Listing Search (IDX). There is a frame-able Listing Search that you can just frame into your website. This is basic, map search and goes well with any style or design you may have for your website. This is called “**Template for Frame**” Style type and it is last to be shown under “**Choose from these Style Types**”. Or, if you prefer, you can choose from several styles and colors for your Immobel Listing Search (IDX). You can return to this section at any time, and change the color or Style. All Immobel Listing Search (IDX) comes with integrated Google map search.



A. Selecting a style is three step processes.

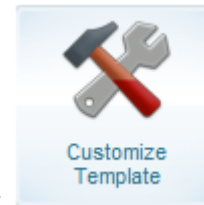
- From the “**Choose from these Styles**”, Choose a style, that would best fit your needs and color options. This will be your layout for you Immobel Listing Search (IDX).
- Follow the arrow, “**Choose from these Colors**” (if available)
- Under “**Selected Style**”, three different example pictures will be shown to give you an idea on how the style will be displayed. Click next or “Save” to save this style for your Immobel Listing Search (IDX).

B. New Options—Immobel now has new Templates available that contain new setup options. These will be the first three



options.

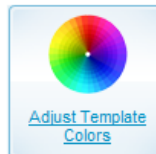
. The first template that is



shown, also can provide you with additional setup options:

, which provides additional details regarding this template selection. These options are intended for experts, that have the necessary webmaster knowledge.

They include:



- a. -- Provides ability to modify the default colors, so you can change the default colors to match your website or other pages.



- b. -- Adds additional CSS text to your HTML page. This is advanced option for webmasters that makes it possible to adjust layout and look of the page.



- c. --Add additional HTML code page to your template. These are several locations in the template, that can have additional HTML code added.


e. Photos




[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Photos & Logos](#)

You can upload photos and logos to be shown on your Immobel Listing Search (IDX)



Depending on the “Style” chosen, you will be provided with options to add new pictures/logos to individualize your Immobel Listing Search (IDX). All pictures and images should be uploaded as .GIF or .JPG images. Please do not upload files larger than 30kb. You will also have the option to “  **PREVIEW** ” your choices and make any changes you feel necessary.

 **PREVIEW** – When accessing the preview, this will provide a “secondary” window, which will show your Immobel Listing Search (IDX), along with your customizations, contact and professional information, style of your choice and pictures uploaded. You may go through and view and visit your page, or click on “CLOSE X” on the upper right to exit the preview.

B. Additional Options

a. Customize Listing Search



[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Customize Listing Search](#)

Your Immobel Listing Search (IDX) will be customized just for you. You will choose how your local MLS will be displayed, and whether you want to show listings from other markets, including International Listings.

This feature lets you manage the Immobel Listing Search (IDX) that you can use with any website you have. Use this option to enable or disable MLS search/ IDX, or to choose which Global Listing Exchange markets you want to show listings from, if any. Here you can also control your **“Featured Properties”** and the **“Our Office Listings”** features.

i. Local Listings Search Options

Your Immobel account is connected with GLVAR IDX data. Options are provided below to customize your account even further.

Quick help

Use this page to decide what listings are to be shown on your Immobel Listing Search (IDX).

You can choose to display your Local MLS IDX search, and/or Global Listing Exchange search. When enabling Global Listing Exchange search, it is possible to choose individual markets, or to enable all markets.

You can choose to present only some listing categories, for example Single Family Homes, it is also possible to only show listings in a given price range.

[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Listing Search Options](#)

Immobel Listing Search (IDX) Set-up

Local Listing Search options

☒ Display my own listings as "Featured listings"

☒ Display my Office Listings as "My Office Listings"

☒ Display listings from my Local MLS

Customize how your Local MLS search will be shown on your Immobel Listing Search (IDX):

☒ Display All Property Types and Categories

☐ Display only the Property Types and Categories I select:

<input type="checkbox"/> Single Family Homes	<input type="checkbox"/> For Sale	<input type="checkbox"/> For Rent
<input type="checkbox"/> Townhouse/Row House	<input type="checkbox"/> For Sale	<input type="checkbox"/> For Rent
<input type="checkbox"/> Apartment / Condo / Co-op	<input type="checkbox"/> For Sale	<input type="checkbox"/> For Rent
<input type="checkbox"/> Commercial Properties	<input type="checkbox"/> For Sale	<input type="checkbox"/> For Rent
<input type="checkbox"/> Land for sale		

☐ I want to display all price ranges

☐ I want to display only properties priced between and for sale.

☐ I want to display only properties priced between and for rent.



Display my own listings as “featured Listings”. For your account type, you can have your Listing Displayed on your Immobel Listing Search.

Display My Own Listings – This will be used to show “**Featured Listings**” on your Immobel Listing Search (IDX). “Featured listings” are your listings in which you are the owner and have entered them under “Listings”, and/or if you have any listings in the MLS that is associated with your Agent ID, will show here.

Display My Office Listings – This will be used to show “**Office Listings**” on your Immobel Listing Search (IDX). “Office Listings” are your office listings have any listings in the MLS that is associated with your Office ID, will show here.

The next set of options can be used to define what type of searches you want to allow on your Immobel Listing Search (IDX). You can choose between “individual” property types, and 3 different options for price ranges. **Please note:** If you setup a specific type of search, if the user of your Immobel Listing Search (IDX), exceeds that search, a small notification window will state the reasoning for the unacceptable criteria.

ii. Global Listing Exchange Options

You can choose to customize your Immobel Listing Search to display any or all of our “**Global Listing Exchange**” Members. This will show up under “**National and International Search**”. As shown, you have the options to choose all members that are currently in our Global Listing Exchange. Options include “showing all available markets and automatically selecting **new markets as they become available**”. Or you may choose a specific set of markets you wish to show.

As in Local MLS Search, you also can define what type of searches you want to allow on your Immobel Listing Search (IDX). You can choose between “individual” property types, and 3 different options for price ranges. **Please note:** If you setup a specific type of search, if the user of your Immobel Listing Search (IDX), exceeds that search, a small notification window will state the reasoning for the unacceptable criteria.


Global Listing Exchange options

☒ I want to show all available markets including new ones as they become available

☒ France

Please choose regions from the list below or click the map:

- ☒ Alsace
- ☒ Aquitaine
- ☒ Auvergne
- ☒ Brittany
- ☒ Burgundy
- ☒ Center
- ☒ Champagne-Ardenne
- ☒ Corsica
- ☒ Franche-comte
- ☒ Languedoc-Roussillon
- ☒ Limousin
- ☒ Lorraine
- ☒ Lower Normandy
- ☒ Midi-Pyrenees
- ☒ North Calais
- ☒ Paris-Isle of France
- ☒ Pays de la Loire
- ☒ Picardy



b. Languages





This is where you will choose which languages your customers can view when they want to see listings on your website using the Immobel Listing Search (IDX). You can select all 13 languages, to give your website the widest audience and the best exposure on International search engines, or you can choose just the languages you want to focus on. You can return to this section at any time, to make changes.

Main Menu → Immobel Listing Search (IDX) Setup → Language Options

Language Options

Language Selection style: ☒ use Flags for language selection [see example](#)
☐ use language names without Flags [see example](#)
☐ page without language selection

Active	Image	Name	Options	Move
<input checked="" type="checkbox"/> Enable		English		
<input checked="" type="checkbox"/> Enable		Spanish (Latin America dialect)	<input type="radio"/> Use flag of Spain <input checked="" type="radio"/> Use flag of Mexico	
<input checked="" type="checkbox"/> Enable		French		
<input checked="" type="checkbox"/> Enable		German		

Language Options

These options are provided to you to fully customize the languages that will be displayed on your Immobel page.

Language Selection Style: Here you can choose on how you wish to display “languages”, by Flag or by text. We provide examples of each.

Enable/Disable and Reorder: You select which languages that will be available on your Immobel Listing Search (IDX). You can also reorder them, putting more important languages in front of less important ones. For some languages, it is possible to select what flag will be used. For Example, Spanish, you can choose the “Spain” flag or “Mexican” Flag. You

can even set the default language for your page. So for example, if your primary language is Spanish, you could set the Spanish flag to the top and when you access your Immobel account... [Http://www.immobel.com/XXXProfileNameXXX](http://www.immobel.com/XXXProfileNameXXX), it would default to that language.

Flag style: If you have chosen “Flags” as you Selection Style, we also provide you with further customizations for “look” of the flag, the “size” of the flag and if you wish to show the language “text”, under the flag icon.



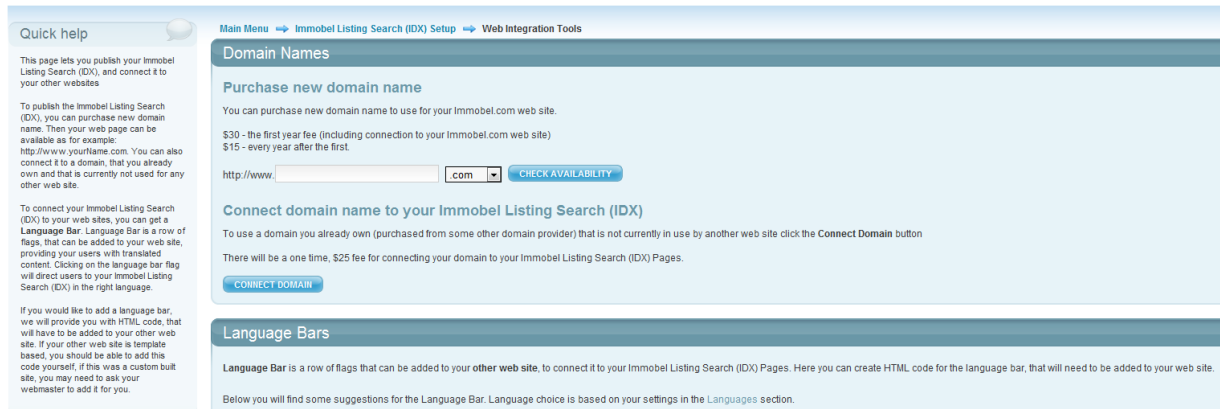
- Choose the “look” of the style (3 options)
- Choose the “size of the style” (3 options) – Small flags are primarily used.
- Choose the “text” to be displayed. – (3 options)



c. Listing Search for Your Website

[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Listing Search For Your Website](#)

You can add the Immobel Listing Search (IDX) to any website you may have. If you do not have a website, click here to see a list of our partner website providers. You can purchase a domain name here if you want to use your Immobel Listing Search as a “mini website” with its own URL! If you purchased a domain through Immobel already, you can manage it here.



Quick help

This page lets you publish your Immobel Listing Search (IDX), and connect it to your other websites.

To publish the Immobel Listing Search (IDX), you can purchase new domain name. Then your web page can be available as for example: <http://www.yourname.com>. You can also connect it to a domain, that you already own and that is currently not used for any other web site.

To connect your Immobel Listing Search (IDX) to your web sites, you can get a Language Bar. Language Bar is a row of flags, that can be added to your web site, providing your users with translated content. Clicking on the language bar flag will direct users to your Immobel Listing Search (IDX) in the right language.

If you would like to add a language bar, we will provide you with HTML code, that will have to be added to your other web site. If your other web site is template based, you should be able to add this code yourself, if this was a custom built site, you may need to ask your webmaster to add it for you.

Main Menu ➔ Immobel Listing Search (IDX) Setup ➔ Web Integration Tools

Domain Names

Purchase new domain name

You can purchase new domain name to use for your Immobel.com web site.

\$30 - the first year fee (including connection to your Immobel.com web site)
\$15 - every year after the first

http://www. .com

Connect domain name to your Immobel Listing Search (IDX)

To use a domain you already own (purchased from some other domain provider) that is not currently in use by another web site click the Connect Domain button

There will be a one time, \$25 fee for connecting your domain to your Immobel Listing Search (IDX) Pages.

Language Bars

Language Bar is a row of flags that can be added to your other web site, to connect it to your Immobel Listing Search (IDX) Pages. Here you can create HTML code for the language bar, that will need to be added to your web site.

Below you will find some suggestions for the Language Bar. Language choice is based on your settings in the Languages section.

i. Purchase a new domain

You can purchase a new domain for your Immobel Listing Search. This method, you can publish your Immobel Listing Search and be found using your own domain address. Example: ([Http://www.immobel.com](http://www.immobel.com)). Please note, if you choose this method, you will go through payment instructions and will receive a confirmation email from Immobel

ii. Connect domain to Immobel Listing Search (IDX)

If you have an existing domain that is not being used, you can publish your Immobel Listing Search using this method.

Please note, if you choose this method, you will go through payment instructions and will receive a confirmation email from Immobel with additional instructions for your domain.

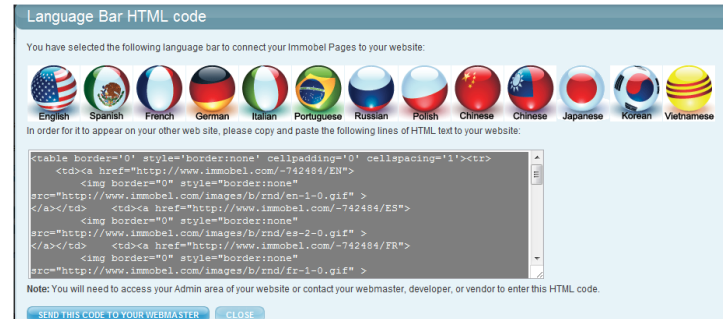
iii. Language Bar Widget

If you want to connect your Immobel account, to your existing website, Immobel has provided options for “**Language Bar Widget**”. Language Bar widget is a row of flags that can be added to your website providing your users with translated content. Clicking on the language bar flag will “redirect” users to your Immobel Listing Search (IDX) in the corresponding language chosen. If you would like to add a language bar widget, Immobel will provide you with HTML code that will have to be added to your other web site. If your other web site is template based, you should be able to add this code yourself. If your website was custom built, you may need to ask your Webster/developer to add it for you.



Choosing and Adding a language bar

1. First Choose the size of the language bar, “**Large, medium, small extra small**”
2. Choose naming, “Language name in English, “**Language names in Native language**”, “**no names**”
3. Click on a language bar that you wish to use
4. Once have selected a language bar, a secondary window will display.



5. From here, you can copy and paste the “highlighted” html code into your website, or you can “Send this code to your webmaster” via email form to have them add it for you.

d. Advanced Options



[Main Menu](#) ➡ [Immobel Listing Search \(IDX\) Setup](#) ➡ [Advanced Options](#)

This option lets you manage META tags on your Immobel Listing Search (IDX). You can enter “**keywords**” here to help attract more search engine traffic. Here you can also set up Google Analytics or add a Hit Counter. You can also manage your Key Links page and add more Professional Designation logos to display on your Immobel Listing Search (IDX)

i. Meta Tags



[Main Menu](#) ➡ [Immobel Listing Search \(IDX\) Setup](#) ➡ [Advanced Options](#) ➡ [Meta Tags](#)

This option lets you manage META tags (Key Words) used on your Immobel Listing Search (IDX). META tags play a key role in Search Engine Optimization (SEO), and since your Immobel Listing Search will be connected to your website, good keywords will help your web page to come up higher in search results. For more information on META tags, please visit the following Wiki webpage, Click [here](#).

Quick help

META tags - set up Meta tags to be used by search engines

Main Menu → Immoel Listing Search (IDX) Setup → Advanced Options → Meta Tags

Meta Tag / Keyword Setup

This page lets you set META tags for your Immoel Listing Search (IDX).

You can use this feature to set DESCRIPTION and KEYWORDS tags used in Search Engine Optimization, as well as any other META tag that you need to add. For example, custom META tags are used by Google WebMaster Tools verification process

<META name=" " content=" "> [delete](#)

[Add more...](#)

[SAVE](#) [CANCEL](#)

ii. Analytics



[Main Menu](#) → [Immoel Listing Search \(IDX\) Setup](#) → [Advanced Options](#) → [Analytics](#)

This option lets you add Hit Counter or Google Analytics code to your Immoel Listing Search (IDX). In the “**hit counter code**” box, place your HTML code. There are many places online to receive a free hit counter. We recommend www.statcounter.com. If you are interested in using Google Analytics, you can view them at <http://www.google.com/analytics/>.

Quick help

Hit Counter - set up Google Analytics or hit counter code, that will measure traffic on your Immoel Listing Search (IDX) Pages

Main Menu → Immoel Listing Search (IDX) Setup → Advanced Options → Key Links

Google Analytics / Hit Counter settings

This page lets you add Google Analytics or Hit Counter code to your Immoel Listing Search (IDX) Pages. Just copy/paste the code to the box below and click **Save**.

Note: If the hit counter is visible, it will appear at the bottom of the page. If you add Google Analytics code, it will not be visible on your web page, but you will be able to use statistics

Google Analytics / Hit Counter code:

[SAVE](#) [CANCEL](#)

iii. Key Links

[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Advanced Options](#) ➔ [Key Links](#)

These options enable and allow KEY links on your Immobel Listing Search. Key links are a way to link other websites to your Immobel Listing Search. They will show under the option “Key links”. Most realtors, they use Key links to link to their office website or other useful information to real estate. Example: Link URL, [Http://www.immobel.com](http://www.immobel.com) (Don’t forget the HTTP ://) Link description: Immobel.com #1 in Translated Real Estate. You may click on “**add more**” to add further Key links.

Quick help

Key Links - set up sub-page of your Immobel Listing Search (IDX) Pages that shows links to your other pages
Please put **full URL** starting with **http://** in the Link URL box, for example: <http://www.immobel.com>.
Example link description:
#1 in Translated Real Estate.
Link description is limited to 1000 characters.

Main Menu ➔ Immobel Listing Search (IDX) Setup ➔ Advanced Options ➔ Key Links

Your Favorite Links Setup

This page lets you show the Key Links tab on your Immobel Listing Search (IDX)

Link URL	<input type="text" value="http://www.immobel.com"/>	delete
Link description	<input type="text" value="Immobel.com #1 in Translated Real Estate!"/>	
Link URL	<input type="text"/>	delete
Link description	<input type="text"/>	

Add more...

[SAVE](#) [CANCEL](#)

iv. Designation Pictures



[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Advanced Options](#) ➔ [Designations](#)

This option lets you manage Designation Pictures that are shown at the bottom of your Immobel Listing Search. Here you can upload your own custom designation pictures that can be shown. You will see 5 columns, Status, if the picture is active/inactive, Designation picture, Designation name, Move, which can be used to move pictures up and down, bottom to the top and actions. Actions are only used to upload new pictures.

Quick help

Designation Pictures - manage designation pictures that are shown on your Immobel Listing Search (IDX) Pages. Use this page to decide what pictures are shown, and in what order. You can also upload your own designation logos.

[Main Menu](#) ➔ [Immobel Listing Search \(IDX\) Setup](#) ➔ [Advanced Options](#) ➔ [Designations](#)

Designation Pictures

Here you can edit the Professional Designation and Certification logos you will show on your Immobel Listing Search (IDX).

Note: standard designation names, like CRS, ABR, CIPS are enabled automatically on the [Description](#) page.

You can use this page to upload pictures of designations that are not on the default list


C. Viewing your Immobel Listing Search (IDX)

Immobel Page Information

Below you will find information about your Immobel Listing Search (IDX).

Immobel Listing Search (IDX) URL:	http://www.immobel.com/DashboardMPMLS1 (opens new window/tab)	(modify...)
Immobel account type:	Individual Agent Web Page	(modify...)
Company Name:	Big Ocean Realty #1	(modify...)
Contact Information:		(modify...)
Name	Bryan Johnson	
phone	1 (212) 555 4875	
fax	1 (212) 555 4570	
e-mail	info@immobel.com	
Web	http://www.immobel.com	
Address	1485 Big Sky Avenue, Camden, 55502 South Carolina	(modify...)
Description:		
Experience/Qualifications:	Multimillion Dollar producer!	
Professional qualifications:	Accredited Buyer Representative, Certified Residential Specialist, Accredited Buyer Representative Manager, e-PRO Internet Professional (e-PRO), Graduate, REALTOR Institute, Leadership Training Graduate, Certified Property Manager, Residential Accredited Appraiser, REALTOR Assoc. Certified Executive	
Specializing in :	New Homes, Luxury Residential, Corporate Relocation, International Real Estate, Bilingual, Multi Lingual	
Languages Spoken :	English	
Contact me for Expert Advice on:	Buying, Mortgage Loans, Appraisals, Local Attractions	
Specializing in these Areas:	South Carolina	

Depending on the Style that you have chosen during your initial setup, the color and look of the account will change, however the “buttons” are the same. The following describes what each button is used for. (This will also depend on if you have that option selected). **To view your Immobel Listing Search (IDX)** and to see all the options described below, click on link next to “Immobel Listing Search (IDX) URL:




Homepage – This will display information about you or team members, as defined in the **Immobel Listing Search (IDX)**  **Customizing your**

Immobel Listing Search (IDX)  **Contact Info** and **Professional Info** tabs.  

Change Language or Language Buttons– Depending on which languages and the language style selected from **Immobel Listing Search (IDX)**


 **Additional Options**  **Languages.** 







Search Listings – This will display the search options, includes “Local MLS” (if selected) and “National and International Search (if selected) GLEX data, as defined in the setup, **Immobel Listing Search (IDX)**  **Additional Options**  **Customize Listing Search.** 



Contact Me – This will show your contact information and also provides an email contact form.

Your Choices – During the “Search Listing” process, you will have options to “Save Listings”. When listings are saved, they will show up in “Your Choices”.

Featured Properties – This will display listings that are associated with your MLS ID, that have been imported to Immobel from your MLS or if you have entered listings input Immobel manually. This is setup in your “contact info” profile for field: Office ID. 

Our Office Listings – This will display listings that are associated with your Office ID, that have been imported to Immobel from your MLS or if you have entered listings input Immobel manually. This is setup in your “contact info” profile for field: Public Agent ID. 

Key Links – This is an advanced options and can be found under “Immobel Listings Search (IDX)  **Advanced Options**  **Key Links.**  If you have added Key links to your account, they will display in this section.

Get Email Alerts – This can be used in with conjunction of “**Client Contact Manager**” . Users of your Immobel Listing Search (IDX) can login with their email address, setup there contact information and save a search for a listing(s) they are looking for. If the listing is updated in the system, the user would receive an email about that saved search. As the owner of your Immobel Listing Search (IDX), you can also use “**Client Contact Manager**”  from the MyImmobel Homepage and create and update your clients.

2. Client Contact Manager



[Main Menu](#) ➔ [Client Contact Manager](#)

Pro-actively register clients to receive automatic marketing from you, for any listings in your local MLS, or any of the other markets you have chosen to show in your Immobel Listing Search (IDX) from anywhere in the world! Your clients can receive updates from you on properties they might be interested in, from Costa Rica to California, Paris to Palm Beach. It's all here at your fingertips. Just tell the system who to market to, and relax!

Actions
 › Email Alert Preferences

Quick help
 Your clients can register for Email Alerts for any properties that interest them. We will send these Alerts daily, from you, with your name, contact information and branding on them.
 Clients can also save their favorites, and return to your site to check them any time. You can always see who has asked for Email Alerts, see their search criteria, and get their contact information.
 You will also be able to see what listings have been sent to your client in your name. You can also edit your clients criteria to change what they are getting Alerts for, you can register them for more or different Alerts, and cancel Alerts when you are ready to.
 All Alerts are CAN-SPAM compliant, and your clients can un-subscribe at any time with a simple click.

[Main Menu](#) ➔ [Client Contact Manager](#)

Clients who have registered for Email Alerts

No.	E-Mail	Name	Registration date	Alert Expiry date	Actions
1.	info@immobel.com	Donald Johnson	Sep 29 2010	already expired	Details Delete
2.	info2@immobel.com	Altin Sselect	Sep 29 2010	already expired	Details Delete

[REGISTER NEW CLIENT](#)

Email Alert Preferences

[Main Menu](#) ➔ [Client Contact Manager](#) ➔ [Email Alert Preferences](#)

Quick help

Email Alert is a feature of Immobel Listing Search that enables clients to register and receive automatic email notifications of new listings matching their saved search criteria.

As your visitors register and save searches in their Email Alert accounts, you can be notified by email about these actions. Use this page to set up what notifications are sent to you and where they are sent to.

PLEASE NOTE: Notifications will only be sent out if a client uses Get Email Alerts. If you register the client manually, you will not receive "new client" or "new search" notifications.

You can also customize default Email Alert emails sent to your clients. You can choose your own From header and email address.

[Main Menu](#) ➔ [Client Contact Manager](#) ➔ [Email Alert Preferences](#)

Email Alert Preferences

Notifications sent to you

Email notifications and copies:

- ☒ Send notifications about each new client registering
- ☒ Send notifications about each new search being saved
- ☒ Send a CC of Email Alert notifications

Email address for notifications:

☒ Use default email address: **infor@immobel.com**

☐ Use the following email address(es):

[delete](#)

[Add more](#)

Email Alerts sent to clients

Default Email Alert emails are sent from **info@immobel.com** address, and the From header says **Email Alerts**. It is possible to change these settings here:

From email address:

From header:

[SAVE](#) [CANCEL](#)

As your visitors register and save searches in their Email Alert accounts, you can be notified by email about these events. Use this page to set up what notifications are sent to you and where are sent to. Email Alert Preferences are options that you can set in order to Opt-in to receive email notifications. They are:

Notifications sent to you. "Send notifications about each new client registering". If viewers of your Immobel Listing Search, clicks on "Get Email Alert" and register with their name and email address, you will receive an email. If your client does this, then saves a saved search, this option "Send notifications about each new search being saved", you will receive an email about the saved search. Next, "Send a CC of Email Alert notifications". If listings match the saved search the viewer saved, you can receive copies of the listings, the same as the client.

Email Address for notifications. Automatically checked is your default email address, however, we have provided options to enter a different email address or multiple email addresses. This could be useful, if you have contact manager software that allows emails to be received and automatically updated your contacts.

Email Alerts sent to the client options. When listings match the saved search, email(s) are sent to your client; you have options to change the “From Email” address and “From Header” name. This can be useful, especially if you want YOUR email address to be shown instead of our default info@immobel.com and/or if you want to provide a different header name for your emails, instead of Email Alerts, such as Hello, here are your listings!

Register New Client

[Main Menu](#) ➔ [Client Contact Manager](#) ➔ [Register New Client](#)

REGISTER NEW CLIENT

Quick help

This page lets you register a client to receive Email Alerts from your Immobel Listing Search. Use this option for users that contacted you directly, and you would like them to receive new listings that match their search criteria.

[Main Menu](#) ➔ [Client Contact Manager](#) ➔ [Register New Client](#)

Email Alert Registration

In order to register new client, please fill the form below

E-mail:

First Name:

Last Name:

Language:

Address:

City:

State:

ZIP Code:

Phone:

Email Alert frequency:

Email Alerts sent until:

Email Alert format:

REGISTER A CLIENT

CANCEL



Here, you can add clients to your MyImmobel. Required Fields are E-mail and Language. E-mail, first name, last name.... Language. Here you can choose one of our supported languages. For Example, if your client speaks “German”, choose German. When email notifications are sent to your client, they will be in the German language. They will be able to view the listing details in German and view your contact information in German. Address, City, State, Zip code, phone numbers are all standard fields you can fill in about your client.

Email Update Frequency, here you can choose how many times the client will receive emails from Immobel. Daily, Weekly, Twice a Week, Twice a Month. **Email updates sent until**, Options include, “For the next 2 weeks”, For the next 3 weeks, For the next 1 month, for the next 2 months, for the next 3 months

Please Note Email Alert notifications are processed at 7a.m. central time.

- * Daily - all searches are run every day at 7 AM Central Time
- * Two times a week - searches are run every Monday and Thursday
- * Weekly - all searches are run each Monday
- * Twice a month - searches are run on the 1-st and 15-th of each month
- * Monthly - searches are run on the 1-st of each month

Emails are limited to 50 listings, if there are more new listings matching search criteria, only first 50 will be included in the email.

Email sent to us (Alert Format): We include three different options for email types to be sent. Plain Text, HTML and Plain Text and HTML. For some email recipients, they may not be able to view HTML emails. HTML emails are emails that include pictures and web links. Plain Text emails are only text, no pictures. By default, Plain text and HTML is set. Most Online email providers, MSN, Yahoo, and Google Gmail, all Accept HTML formatting. Once completed, click on **Register a Client**.

Adding a Saved Search

[Main Menu](#) ➔ [Client Contact Manager](#) ➔ [User Details](#) ➔ [Add New Search](#)

Quick help

Use this page to edit search criteria for your client.

[Main Menu](#) ➔ [Client Contact Manager](#) ➔ [User Details](#) ➔ [Edit saved search](#)

Edit saved search

What the client wants:

Search category:

Location:

Property type:

Price Range: to Currency:

Bedrooms:

Bathrooms:


Size: to

Lot size: to

Year Built: to

[SAVE](#) [CANCEL](#) [PREVIEW](#)

Next, we have to define a saved search for your client. Search Types, these will include all types you have selected during your account Setup, under “Listing Search Options”. If you want to search the entire Immobel database, choose All GLEX markets. Location, city, state of listings that could be found in your search. Property types and sub-property types. Price ranges, also by “Currency”. If you are setting up a search for a client who speaks a language other than English, choose the currency that corresponds to that language. Bedrooms, bathrooms, size, lot size and year built are other options you can search by.

We have options to Save, Cancel and “ **PREVIEW**” the search. **Please Note:** Current listings will not be emailed to the client, only new listings added to the Immobel database after the search has been saved and that meet the matching criteria will be sent out. Emails are limited to 50 listings, if there are more new listings matching search criteria, only first 50 will be included in the email. Once saved, it will bring you to “User Details”.

Email Alert Registered User details

[Main Menu](#) ➔ [Client Contact Manager](#) ➔ [Registered Client Details](#)

Actions

- Turn off CC of Email Alerts
- View Recent Email Alerts
- Edit Client Information
- Delete user account

[Main Menu](#) ➔ [Client Contact Manager](#) ➔ [Registered Client Details](#)

Email Alert registered user details

E-mail: info@immobel.com
First Name: Donald
Last Name: Johnson
Address: 3224 West 81 street, Camden, South Carolina, 22121
Phone: 212 555 1122
Language: English
Registration date: Sep 29 2010
Last login date:
CC of email alerts: ON (Default)
Email Alerts frequency: Daily
Email Alerts expire at: already expired
Emails sent as: Plain text and HTML

Saved Searches

No.	Send Email	Search Criteria	Actions
1.	No	GLEX Market: Paris, France Residential For Sale Minimum number of bedrooms: Any Minimum number of bathrooms: Any Space from: Any to Any Lot size from: Any to Any Price from: 1000000 USD to 1000001 USD	Edit View listings Start Emails Delete

[ADD NEW SEARCH](#)

Consists of the contact information, the saved searches assigned to the account and options to configure the account.

Actions: Each user detail has options to configure, view recent emails and delete user information. “Turn on CC of email Alerts”, here you can turn this ON/OFF to receive copies of Email Alerts to you, the same as the client. You can edit user details and delete the user account.

Saved Searches, under actions, you can edit the saved search, view the current listings, stop emails and delete the saved Search.

Our Client Contact Manager is a very unique system on that you can have clients setup their own accounts and you can setup accounts for your clients, for listings information in 13 languages! When speaking with your clients, please make sure to give them your Immobel Listing Search web address and tell them to click on Get Email Alerts!

3. Listings Manager

[Main Menu](#) ➔ [Listing Manager](#)





Quick help

Listing Manager lets you manage all listings available to you. That includes your IDX listings, listings from all Global Listing Exchange Markets, and of course your own listings.

Listing Manager lets you view full listing details, including contact to the listing agent. That way, if you are contacted about a GLEX listing, you can easily find your referral partner.

Here you can also add new listings, manage listing previously entered - edit, activate or deactivate them, and delete listings.

Listing statuses explained
The Status column can show one of the following icons:

-  Your own listing entered manually
-  Your own listing received via a data feed
-  IDX listing
-  Global Listing Exchange listing

[Main Menu](#) ➔ [Listing Manager](#)







Listing Manager

Search type: Property type:

Location:

OR MLS#: Price Range: to

[UPDATE RESULTS](#)

No.	Photo	Status	MLS#	Property type	Address	Price	Created	Expires	Actions
1		 Active	1494949	Residential For Sale	Camden	\$1	Sep 30 2010	Dec 18 2010	Details Delete
2		 Active		Residential For Sale		\$1	Oct 14 2010	Dec 13 2010	Details Delete
3		 Active		Residential For Sale		\$1	Oct 14 2010	Dec 13 2010	Details Delete

[ADD A NEW LISTING](#) Page 1 of 1

[PREVIOUS](#) [1](#) [NEXT](#)

This option lets you manage listings that are available on your Immobel Listing Search (IDX). Here you have access to a back-end view of all available listings: Your own listings, IDX Listings (if available) and GLEX listings. Depending if you have a “team” Immobel Listing Search or “Individual” Immobel Listing Search. You will be shown different options. For Individually accounts, you will see “My Active Listings”, which displays listings that are connected via IDX For Team accounts, You will see “My team Listings”, which will displays listings that are connected via IDX and match your Agent ID’s.

Listings Manager with Adding a listing



Listing Manager Preferences

We have made it easy for you. Please fill out your contact information that you wish to display on your Live and published listing in the Immobel database. **Please note:** Filling out these fields are optional. Filled out information will automatically be shown in the Listing form, but you will also have the ability to change that information.

Searching for a listing

Depending if you have an “Individual” Immobel Listing Search or “Team” Immobel Listing Search. (Setup in basic options). You will be shown different Search Types. For Individual accounts, you will see “My Active Listings”, which displays listings that are connected via IDX for example or listings entered in by you.. For Team accounts, you will see “My team Listings”, which will displays listings that are connected via IDX and match your Agent ID’s.

Using the criteria, “Search Type’, Property Type, Location, MLS number and price range, you can view listings that are associated with your Immobel account. At any time, you can CHOOSE which data sets are available to you, by going to **Immobel Listing Search (IDX) > Additional Options > Customize Listing Search**. Once you have search for listings in your criteria specified, you can click on “details” under actions to view the full display of the listings.

Status – Under Status you will see different icons on how listings are represented in the Immobel.



= IDX (Internet Data Exchange) will show when listings are located in your LOCAL MLS.



= GLX (Global Listing Exchange), will show when listings that are brought you by members in our Global Listing Exchange.



= Listings with this icon are YOUR Listings. Connected to your account via your Agent ID by IDX data.



= Listings with this icon, means you have added these listings directly into the Immobel database using Immobel Listing form.

Viewing a listing

[Main Menu](#) ➔ [Listing Manager](#) ➔ [Listing Details](#)

Once you have clicked on “details” of the listing in question, we provide the full information about the listing. Including: Address, Listing Price, Property Type, MLS number and Property Type. Under Actions on the left, Immobel will let you know about specific information regarding this listing and will provide some “help” regarding what type of listing this and how it can be used.


Listing Details	
Address:	2400 SW 65 AV FL 33155
Lease Price:	\$2,100
Property type:	Commercial for lease
MLS#:	M1389725
Lot size:	945 sqft (87.8 m ²)
Virtual Tour	
Private Listing Information (not visible to the public)	
Status:	Active
Photos	

Adding a listing

[Main Menu](#) ➔ [Listing Manager](#) ➔ [Add New Listing](#)

ADD A NEW LISTING

Your account has the option to add listing directly into the Immobel database. Items that are marked with an * **are REQUIRED**. Please go through the form, enter all information for your listing. All of our standard fields and selections are already translated into Immobel Supported 13 languages. Remarks are not translated. Our form consists, of 7 tabs. **“Basic Information”, “Location”, “Property Details”, “Images and Media”, “Interior”, “Exterior” and “Lots/Land”** information. If you choose a Property type of “Land for Sale”, some of the tabs will be removed, as they don’t apply to Land listings. There are “3” fields that are NOT SHOWN PUBLICALLY and they can be used as section for a reminder. They are: **Agent Remarks**, **Property Owners Name**, and **Property Owners Contact information**. Many fields are provided to add information to your listing to be shown in the Immobel network. Please go through each tab and add accordingly. Please make sure to add your photos and any virtual tour web addresses. Once finished, click on **“Finish & Publish Listing”**. A pop up box will verify with you to Publish the listing or give an option to edit again.

Quick help

 Todo: Some useful information about listing form

Main Menu ➔ Listing Manager ➔ Add New Listing
Listing Form
 Basic Information Location Property Details Images & Media Interior Exterior Lots/Land

General Information	
MLS#:	
* Price Currency:	USD - United States Dollars
* Size Units:	Square Feet / Acres
Address	
* Country:	-- Please Select --
* State / Region	
ZIP Code	
City:	
Address:	
Essential Information	
* Property type:	Please Select
* Residential type:	Please Select
House size:	sqft
Financial Information	
Price Upon Request:	<input checked="" type="radio"/> No <input type="radio"/> Yes
* List Price:	USD
Marketing Phrase:	Please Select
<input type="checkbox"/> Assumable mortgage <input type="checkbox"/> Lease / purchase possible <input type="checkbox"/> Owner financing possible <input type="checkbox"/> Seller is a Realtor or Real Estate Professional	
<input type="checkbox"/> Additional Comments: <input type="checkbox"/> Seller will pay closing costs <input type="checkbox"/> Trade / Exchange possible	
Monthly Fees:	USD

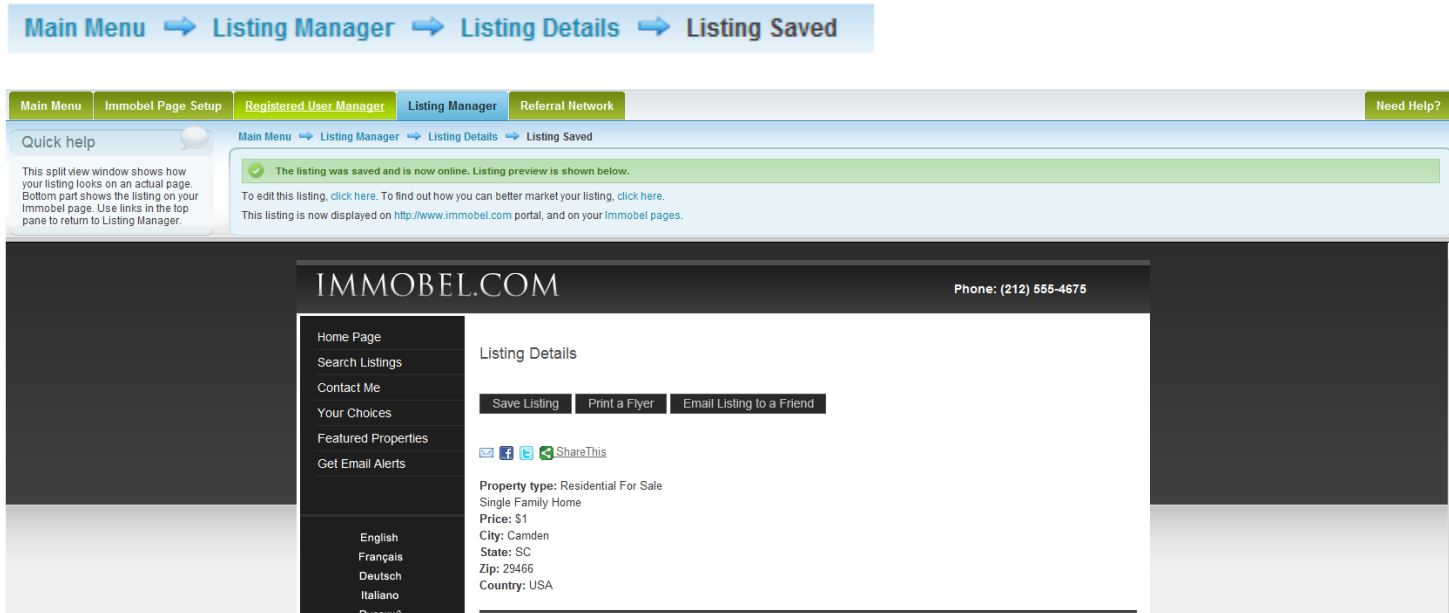
Adding a Photo

Immobel provides an easy to add a photo option to your listings. You may have up to 10 photos for your listing. We recommend pictures less than 100KB in size to upload. To add a photo, please go through the following steps.

1. Click on Choose File
2. From your computer/external device, click on the file that you wish to upload. Click OK/OPEN
3. Once the file name has been added next to “Choose File” it is ready to be uploaded.
4. Click **“Finish & Publish Listing”**, once you click the button, it will save the listing and the photo will be uploaded automatically.

Listing Save

Main Menu ➔ Listing Manager ➔ Listing Details ➔ Listing Saved



The screenshot displays the Immobel.com website interface. At the top, a navigation bar includes links for Main Menu, Immobel Page Setup, Registered User Manager, Listing Manager (highlighted), and Referral Network. A 'Need Help?' link is also present. Below the navigation bar, a 'Quick help' section provides instructions on the split view window. A green confirmation message states: 'The listing was saved and is now online. Listing preview is shown below.' Below this, links are provided to edit the listing or find out how to better market it. The main content area shows the 'Listing Details' for a property, including buttons for 'Save Listing', 'Print a Flyer', and 'Email Listing to a Friend'. The property details listed are: Property type: Residential For Sale, Single Family Home, Price: \$1, City: Camden, State: SC, Zip: 29466, and Country: USA. A sidebar on the left contains links for Home Page, Search Listings, Contact Me, Your Choices, Featured Properties, and Get Email Alerts, along with language options (English, Français, Deutsch, Italiano, Русский).

Depending on the style chosen from Immobel Listing Search (IDX) setup. It will display the corresponding template, with new listing information. The display provides a “split” view, to show that you are still in the Listings Manger and the dashboard, but

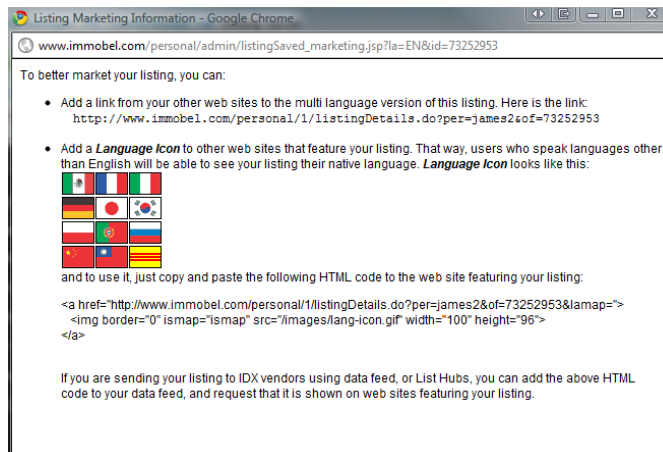


Search (IDX) pages.

the listing will be displayed.

Market your listing

After the listing has been saved, you are provided with options to further market your listings.



Option #1: Add a link from your other web sites to the multi language version of this listing. (Provides direct link to the listing).

Option #2: Add a Language Icon to other web sites that feature your listing. That way, users who speak (languages other than English will be able to see your listing their native language. Language Icon looks like this: (shows language bar) and to use it, just copy and paste the following HTML code to the web site featuring your listing:

Editing a listing

› [Edit Listing](#)

Once you have added the listing into the Immobel network, at any time you may go back and “edit” the listing. To do this, find your listing, under “actions” click on Details, then on the upper left corner of the full detail of your listings, click on Edit a listing.

Deactivating/Activating a listing

› [Deactivate Listing](#)


› [Activate Listing](#)

There might be some occasions where you don’t want the listing to be live on the Immobel network, but you want to keep it in your Immobel account. You can do this with “Deactivating a Listing”. To do this, find your listing, under “actions” click on Details, then on the upper left corner of the full detail of your listings, click on Deactivate Listing. Likewise, if you have already deactivated a listing, you can also re-activate it to make it live.

Enhancing a listing

[Main Menu](#) ➔ [Listing Manager](#) ➔ [Listing Details](#) ➔ [Enhance Listing](#)

› [Enhance Listing](#)

If your Immobel account is connected with IDX data, you may also “Enhance A Listing”. Listings with this icon  are listings connected to your account via your Agent ID. Here you can add Additional Remarks in other Languages for your listing.

[Main Menu](#) ➡ [Listing Manager](#) ➡ [Listing Details](#) ➡ [Enhance Listing](#)

Listing Form

If you wish to write remarks in another language, you can do so below. Please note that the text entered these boxes will not be translated!

Add remarks in Spanish

Add remarks in French

Add remarks in Japanese

Add remarks in Italian

Add remarks in German

Add remarks in Korean

4. Referral Network

[Main Menu](#) ➔ [Referral Network](#)

This is your link to manage your Referral Network Profile. You can also see and manage incoming and outgoing Referrals. If you have a client that is interested in real estate ANYWHERE, you can use the Referral Network to find an Agent to work with in the right location who will be happy to pay you a referral commission. By setting up your own Referral Profile, you will be able to receive referrals from other professionals, everywhere.

Quick info

Your membership level is Basic. Upgrade to **Gold** or **Silver**

Sidebar Menu

- Search the Immobel Global Referral Network
- Referral Network Mailbox
- Your Referral Network Profile
- Referral Network Preferences
- View favorite professionals

Quick help

Search for a Referral Partner anywhere you need them, using mapsearch and filtering.

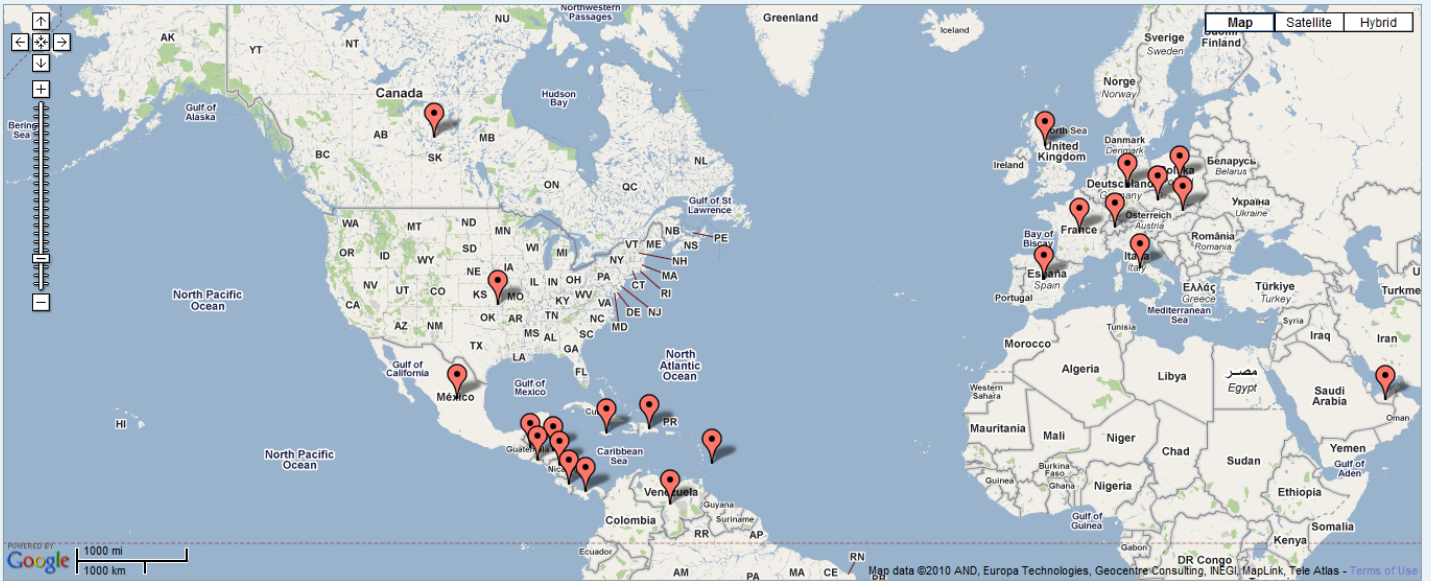
Attract referrals by describing your professional qualifications and local market expertise. Setup or update your Referral Network Profile.

You will be notified via email when other members of the Referral Network contact you. Make sure to setup your Referral Network Preferences.

» Get more information on the [Immobel Global Referral Network](#)

Main Menu ➔ Referral Network

Immobel Global Referral Network



Your Referral Network Membership level

Under Quick Info, you will see your level. This level corresponds on how you will be shown in the Referral Network. If you have a Basic or Silver Status, you can upgrade your account. If you are at the GOLD level status, no further upgrades can be done. For more information, check out our Referral Network FAQ's section.

Your Referral Network Profile

[Main Menu](#) ➔ [Referral Network](#) ➔ [Your Referral Network Profile](#)

This is your chance to attract more referrals. Tell potential referral partners about your professional experience, your local market knowledge and anything else that may help them choose you to send their clients too. Of course, it is very important to add your photos.

Quick info

Your membership level is Basic. Upgrade to **Gold** or **Silver**

Actions

[Edit General Profile Data](#)

[Edit Market & Transaction Data](#)

Quick help

This is your chance to attract more referrals! Tell potential referral partners about your professional experience, your local market knowledge, and anything else that may help them choose you to send their clients to. Of course, it is very important that you add your photo.


[Get more information on the Immobel Global Referral Network](#)

Main Menu ➔ Referral Network ➔ Your Referral Network Profile

Your Referral Network Profile

Your Name: Bryan Johnson


Company Name: Big Ocean Realty #1

Photo: 

Membership level:

☆☆☆☆

Overall Rating

Your Professional Designations: 

Paragraph in English:

Languages Spoken: English

Link to Website: <http://www.immobel.com/DashboardMRMLS1>

Location Served: Camden, South Carolina, USA

Edit General Profile Data

[Main Menu](#) ➔ [Referral Network](#) ➔ [Your Referral Network Profile](#) ➔ [Edit Referral Network Profile](#)

Quick info

Your membership level is Basic. Upgrade to **Gold** or **Silver**

Quick help

This is where you set up your Referral Network Profile. Your profile will be seen by other Real Estate professionals looking for referral partner to send their clients to. A complete and friendly profile gives you the best chance to receive Referrals.

Please provide as much information about yourself as possible. Remember to fill in the Locations Served box - these are locations where you can actually meet and work with clients. If you speak languages other than English, please write your professional description in these languages, too.

[Main Menu](#) ➔ [Referral Network](#) ➔ [Your Referral Network Profile](#) ➔ [Edit Referral Network Profile](#)

Edit Referral Network Profile

Your Name:

Company Name:

Photo: No photo uploaded

[UPLOAD PHOTO](#)

Link to Website:

Your Professional Designations:

<input checked="" type="checkbox"/> Accredited Buyer Representative (ABR)	<input checked="" type="checkbox"/> Accredited Buyer Representative Manager (ABRM)	<input type="checkbox"/> Accredited Land Consultant (ALC)
<input type="checkbox"/> Certified Commercial Investment Member (CCIM)	<input type="checkbox"/> Certified International Property Specialist (CIPS)	<input checked="" type="checkbox"/> Certified Property Manager (CPM)
<input type="checkbox"/> Certified Real Estate Brokerage Manager (CRB)	<input type="checkbox"/> Counselor of Real Estate (CRE)	<input checked="" type="checkbox"/> Certified Residential Specialist (CRS)
<input checked="" type="checkbox"/> e-PRO Internet Professional (e-PRO)	<input type="checkbox"/> General Accredited Appraiser (GAA)	<input checked="" type="checkbox"/> Graduate, REALTOR Institute (GRI)
<input checked="" type="checkbox"/> Leadership Training Graduate (LTG)	<input checked="" type="checkbox"/> Residential Accredited Appraiser (RAA)	<input checked="" type="checkbox"/> REALTOR Association Certified Executive (RCE)
<input type="checkbox"/> Society of Industrial and Office REALTORS (SIOR)	<input type="checkbox"/> REALTOR logo	<input type="checkbox"/> Transnational Referral Certification (TRC)
<input type="checkbox"/> Equal Housing Opportunity logo	<input type="checkbox"/> MLS logo	<input type="checkbox"/> Resort & Second Home Property Specialist (RSPS)
<input type="checkbox"/> MLS and Realtor logo		

Contact information. If you setup your Immobel account for an individual type, please fill out information. If you setup your Immobel account for a “team type”, you may choose a team name for your name or enter your Company name. If you wish to add a photo, click “Upload Photo”, and please make sure the file is under 30kb in size. If you have completed your Initial setup of your Immobel account, your Immobel Listing Search (IDX) web address, will be displayed in “link to website”, however, it can be changed. Next, Professional Designations, make sure to choose Designations that you are member of that organization.

Next, Languages spoken. In the next box, Paragraph in English, please add a paragraph about you and what you can offer. If you would like to add other languages, you can do that too. Finally, Locations Served, add your locations where

you do business. This will be helpful in finding you in our Referral Network! You may add additional locations if so deserved. Lastly, there is a disclaimer for you to read. "In order to use the Global Referral Network system, you need to read and acknowledge that you have read this information. Once you have read the disclaimer, check the box "I acknowledge that I have read and understand this information. Verify your contact information is correct and click **"Save"**.

Edit Market & Transaction Data

[Main Menu](#) ➔ [Referral Network](#) ➔ [Your Referral Network Profile](#) ➔ [Edit Referral Network Profile](#)

Quick info

Your membership level is Basic. Upgrade to **Gold** or **Silver**

Quick help

One of the most important steps in the referral process is the agreement on referral fees.

Please consider that some professionals will search for the partner offering the best referral fee. If you leave this blank, and they search ONLY by referral fee offered, your profile will not be found.

[Main Menu](#) ➔ [Referral Network](#) ➔ [Your Referral Network Profile](#) ➔ [Edit Referral Network Profile](#)

Edit Referral Network Profile

Years as a Property Professional: years

Average Price of your current listings:

Usual Commission in your Market:

Commission share offered to Referral Partners: % of the total commission you collect.

As an example: The approximate amount your referral partner could expect to be paid on 1 million transaction is

☒ Experienced in international referrals

Do you need your broker's signature to legally commit to a referral or referral commission? ☒ Yes ☐ No

Additional information about you. Please go through each line and fill in the desired information. This information will display on your Referral Network profile and will help the person searching for you, understand your previous transactions. Please consider that some professionals will search for the partner offering the best referral fee. If you leave this blank, and they search ONLY by referral fee offered, your profile will not be found.

Referral Network Preferences

[Main Menu](#) ➔ [Referral Network](#) ➔ [Referral Network Preferences](#)

Quick info

Your membership level is Basic. Upgrade to **Gold** or **Silver**

Quick help

This page lets you decide how you will be notified about new referral opportunities.

Main Menu → Referral Network → Referral Network Preferences

Referral Network Preferences

Please send email notification to this email address:

about the following events:

Referral Inquiries: ☒ Yes ☐ No

New email messages: ☒ Yes ☐ No

Here you can add or verify your email address in which Referral Inquiries and messages will notify you on new events. You have options for “**Referral Inquiries**” and “**New Email Messages**”. Choose Yes/No for each option

Search the Immobel Global Referral Network

Main Menu → Referral Network → Search the Immobel Global Referral Network

Main Menu | **Immobel Page Setup** | **Registered User Manager** | **Listing Manager** | **Referral Network** | **Need Help?**

Quick info

Your membership level is Basic. Upgrade to **Gold** or **Silver**

Sidebar Menu

- Search the Global Referral Network
- Referral Network Mailbox
- Your Referral Network Profile
- Referral Network Preferences
- View favorite professionals

Quick help

Search for your new Referral Partner with map or by criteria

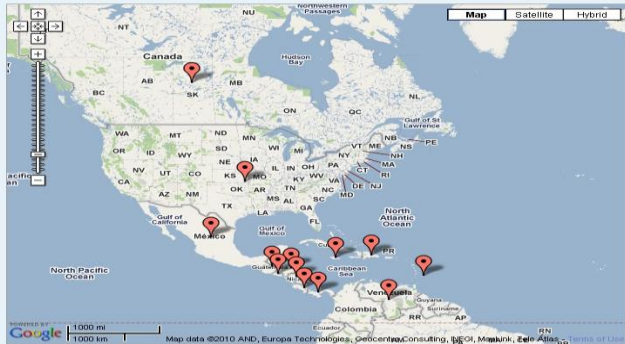
Promote your qualifications and local market expertise. Setup or update your Referral Network Profile.

You can be notified via email when other members of the Referral Network contact you. Make sure to setup your Referral Network Preferences.

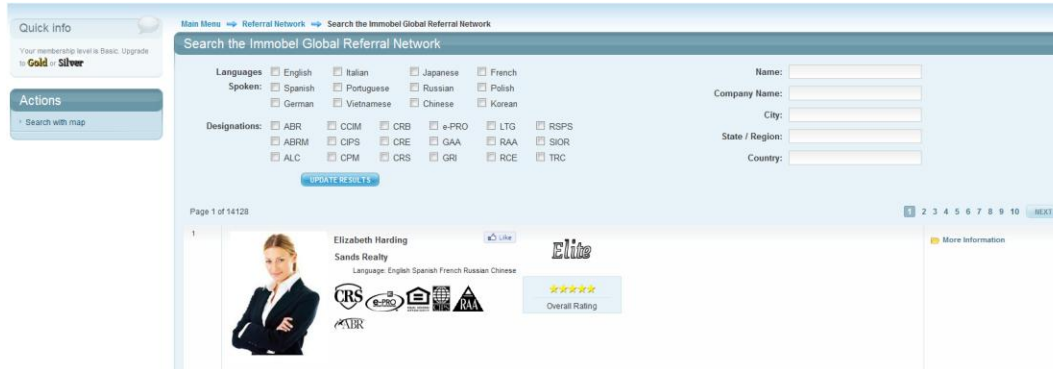
Get more information on the referral network

Main Menu → Referral Network

Referral Network



Do you have a client that is interested in real estate in another market? Find a referral partner here who will be happy to work with your client and pay you a referral commission. You can search using map search, and filter by professional designation, specialization or language spoken.



The screenshot shows the 'Search the Immobel Global Referral Network' page. On the left, there's a 'Quick info' section with a membership level indicator (Gold/Silver) and an 'Actions' section with a 'Search with map' button. The main search area includes a breadcrumb trail: 'Main Menu → Referral Network → Search the Immobel Global Referral Network'. Below this, there's a search bar and a grid of filter checkboxes for 'Languages Spoken' (English, Italian, Japanese, French, Spanish, Portuguese, Russian, Polish, German, Vietnamese, Chinese, Korean) and 'Designations' (ABR, CCIM, CRB, e-PRO, LTG, RSPS, ABRM, CIPS, CRE, GAA, RAA, SIOR, ALC, CPM, CRS, GRI, RCE, TRC). To the right of the filters are input fields for 'Name', 'Company Name', 'City', 'State / Region', and 'Country'. A blue 'UPDATE RESULTS' button is located below the filter grid. At the bottom, it shows 'Page 1 of 14128' and a pagination control with numbers 1 through 10 and a 'NEXT' button. The first result is for Elizabeth Harding, a professional with Sands Realty, listing languages spoken (English, Spanish, French, Russian, Chinese) and various professional designations (CRS, e-PRO, ABR, etc.). It also features an 'Elite' badge, a 5-star overall rating, and a 'More information' link.

Using the map search or specified criteria such as Languages Spoken, Designations, name, company name, city, State/Region, and country for a professional you are looking for. Once you have found a professional, click on **“more information”** to continue.

Profile details


[Main Menu](#) → [Referral Network](#) → [Search the Immobel Global Referral Network](#) → [Profile Details](#)

Quick info

Your membership level is Basic. Upgrade to **Gold** or **Silver**

[Main Menu](#) → [Referral Network](#) → [Search the Immobel Global Referral Network](#) → [Profile Details](#)

Profile Details



Elizabeth Harding
Sands Realty


Elite

★★★★★

Overall Rating

Like

CRS Test Account. Need Support, contact us at: Support@immobel.com



Languages Spoken: English Spanish French Russian Chinese

Location Served: Camden, South Carolina, USA
USA

Link to Website: <http://www.immobel.com/sandsrealtycrstest>

Years as a Property Professional: 1 years

Average Price of Current Listings: 1 USD

Usual Commision: Usual Commission in Market is 1%
1% of collected commission offered to Referral Partners
As an example: The approximate amount referral partner could expect to be paid on 1 million USD transaction is 1 USD

Experienced in international referrals
Broker signature required.

Send Referral Inquiry

Contact this professional

Remove from Favorites

Print a Flyer

After reading information about the client, you have options to do the following:

Send Referral Inquiry – Here you can start the process of sending a Referral to the professional

Send Referral Inquiry

Dear Elizabeth Harding ,

I have a client to refer, and am getting in touch with you to see if you would be interested in working with them in your market.

Here is some initial information:

Client's preferred language: English

Can also speak: Select

Preferred property type:

- ☐ Single Family House
- ☐ Attached House / Town House
- ☐ Apartment / Condo / Co-op
- ☐ Commercial Property
- ☐ Country Property / Estate
- ☐ Land

☐ This client intends to purchase

Price range for purchase: to USD

If purchase this client intends to buy:

- ☐ now
- ☐ in 90 days
- ☐ in 6 months
- ☐ in 1 year
- ☐ undecided

☐ This client intends to rent

Price range for rental: to USD

☐ per month ☐ per week

If for rent, the rental is needed in:

- ☐ 30 days or less
- ☐ about 3 months
- ☐ about 6 months
- ☐ 1 year
- ☐ undecided

This property will be used for:

- ☐ Main Residence
- ☐ One of several residences
- ☐ Vacation use only
- ☐ Primary as investment property
- ☐ do not know how client intends to use the property / they are not certain

☐ This client is someone I have worked with before.

☐ This client is a personal acquaintance.

☐ This client is new to me.

☐ This client was introduced to me by another client.

Contact this professional – Here you can send a message to the professional to make contact

Contact this professional


To: Elizabeth Harding

Subject:


Add to Favorites – Here you can add this professional to your list of favorites and can be viewed faster later. This feature gives you the ability to save the professional as a favorite. You then can go back and easily find these professionals from the Main menu of the Referral Network, under “**View favorite professionals.**” If you click on

Add to Favorite, an  icon will display next the professional when searching.

Print a Flyer – Here you can print a flyer for this professional.







Elizabeth Harding
Sands Realty



★★★★★
Overall Rating

CRS Test Account. Need Support, contact us at: Support@immobel.cc

Languages Spoken: English Spanish French Russian Chinese

Location Served: Camden, South Carolina, USA

Link to Website: <http://www.immobel.com/sandsatcrstest>

Years as a Property Professional: 1 years

Average Price of Current Listings: 1 USD

Usual Commission: Usual Commission in Market is 11%
1% of collected commission offered to Referral Partners
As an example: The approximate amount referral partner could expect to be paid on 1 million USD transaction is 1 USD

Experienced in international referrals
Broker signature required

Referral Network Mailbox

[Main Menu](#) ➔ [Referral Network](#) ➔ [Referral Network Mailbox](#)

To have all messages and notices about referral inquiries located in one place. You may click on “**View**” to view the full details of the referrals in progress, closed or cancelled state.

Quick info

Your membership level is Basic. Upgrade to **Gold** or **Silver**

Mailbox

Potential referrals

- › Sent
- › Incoming
- › Referrals in progress
- › Closed referrals
- › Canceled referrals
- › Email messages

Quick help

To have all messages and notices about referral inquiries forwarded to your email address, please ensure that you have provided your email address in

» [Referral Network Preferences](#) and have opted in for the emails to be delivered.

[Main Menu](#) ➔ [Referral Network](#) ➔ [Referral Network Mailbox](#)

Referral Network Mailbox - Potential referrals

From / To	
Great Idea Realty	
John Kowalski	
Mary Mary Clark	
Elizabeth Harding	
Elizabeth Harding	

Potential referrals -- Referral Network Potential Referral is the location for all the incoming inquiries from other professionals that started the Referral Inquiry process.

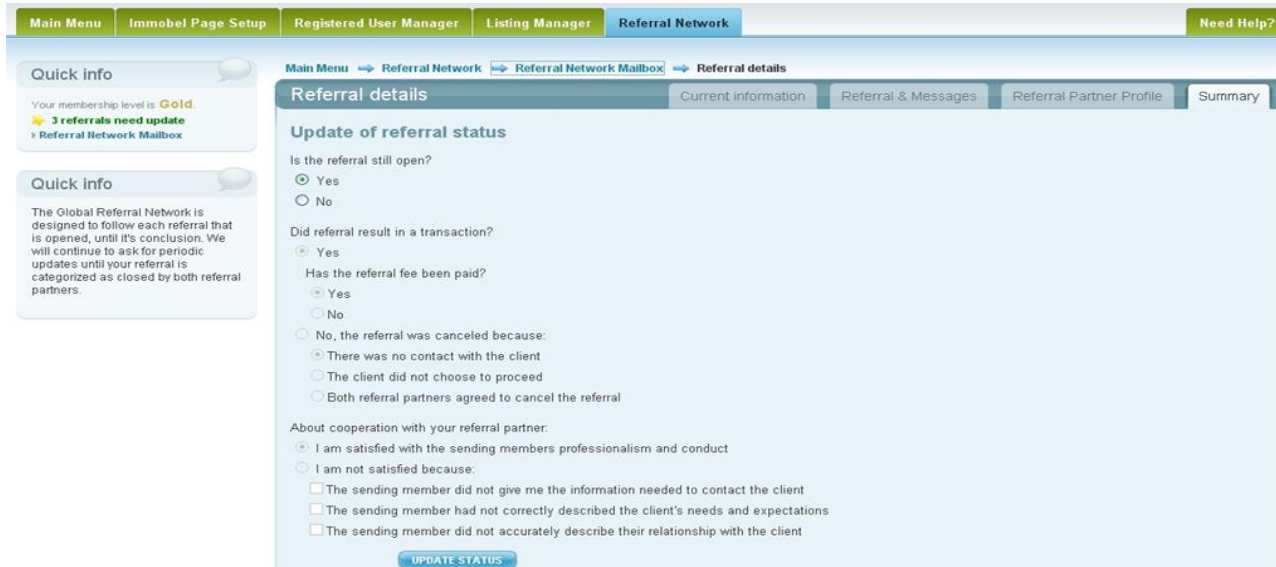
Closed Referrals – Referrals that have gone through the entire process of the referral inquiry.

Cancelled Referrals – Referrals that have been canceled, by one or both members involved

Email Messages – You can view your emails that are sent by other members using the “**contact his professional**” link.

Viewing Referral Network details

The Global Referral Network is designed to securely track each referral from the time it is opened, until it's conclusion. While the referral is “open” the system will continue to ask for periodic updates until your referral is categorized as “closed” by both referral partners



The screenshot shows the 'Referral Network' section of the immobel web application. The top navigation bar includes 'Main Menu', 'Immobil Page Setup', 'Registered User Manager', 'Listing Manager', 'Referral Network', and 'Need Help?'. The left sidebar contains two 'Quick info' boxes: one about the user's Gold membership level and another about the Global Referral Network's purpose. The main content area is titled 'Referral details' and includes sub-tabs for 'Current information', 'Referral & Messages', 'Referral Partner Profile', and 'Summary'. The 'Current information' tab is active, showing a form for 'Update of referral status'. The form contains several questions with radio button options: 'Is the referral still open?' (Yes/No), 'Did referral result in a transaction?' (Yes/No), 'Has the referral fee been paid?' (Yes/No), and 'About cooperation with your referral partner:' (I am satisfied / I am not satisfied because:). The 'UPDATE STATUS' button is at the bottom.

Main Menu **Immobil Page Setup** **Registered User Manager** **Listing Manager** **Referral Network** **Need Help?**

Quick info
Your membership level is **Gold**
★ **3 referrals need update**
➤ [Referral Network Mailbox](#)

Quick info
The Global Referral Network is designed to follow each referral that is opened, until it's conclusion. We will continue to ask for periodic updates until your referral is categorized as closed by both referral partners.

Main Menu ➤ **Referral Network** ➤ **Referral Network Mailbox** ➤ **Referral details**

Referral details **Current information** **Referral & Messages** **Referral Partner Profile** **Summary**

Update of referral status

Is the referral still open?
☒ Yes
☐ No

Did referral result in a transaction?
☒ Yes
☐ No

Has the referral fee been paid?
☒ Yes
☐ No

No, the referral was canceled because:
☒ There was no contact with the client
☐ The client did not choose to proceed
☐ Both referral partners agreed to cancel the referral

About cooperation with your referral partner:
☒ I am satisfied with the sending members professionalism and conduct
☐ I am not satisfied because:
☐ The sending member did not give me the information needed to contact the client
☐ The sending member had not correctly described the client's needs and expectations
☐ The sending member did not accurately describe their relationship with the client

UPDATE STATUS

5. Seminars and training videos



Will provides links to manuals, help information and training videos to showcase our services and functionality

6. Global Listing Exchange



Provides detailed information regarding our Global Listing Exchange. Find out more on how our Global Listing Exchange can help you and find our Immobel current members of this unique system.

7. Live interpreter by telephone



Bridge the communication Gap. Use this information if you need to speak with a client or another professional in another language with our proffered partner Language Line.com.

8. Real Buzz



["Real-Buzz.com"](http://Real-Buzz.com). Real Buzz.com is a full-featured, robust, multi language Networking website that is deeply integrated with Twitter and Facebook. If you have listings in the Immobel database, your listings will also be viewable on Real Buzz. Please click on the icon to join Real Buzz today. Once added, you will also have the chance to integrate your Immobel account to your Real Buzz.com profile.

9. Immobel services and products



Will provide other products and services that can be applied to the account to further market YOU and your listings.